

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

FROM : Chief, Covert Branch

SUBJECT: T/O Proposal for the Cable Secretariat -  
Message Center, Office of the Director

DATE: 8 December 1953

1. The attached Table of Organization proposal submitted by the Executive Assistant to the Director for the Cable Secretariat - Message Center is basically the same as is currently authorized, except for the deletion of two vacant positions (Current T/O [REDACTED] Proposed T/O [REDACTED]). The proposed T/O request includes seven (7) grade reallocations and provides for the formal designation within the Message Center of specific organizational components. Heretofore, no organizational subdivisions have been shown within the Cable Secretariat - Message Center.

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2. The following summary outlines the proposed organization and changes requested:

## Cable Secretariat

### Office of the Chief

Within the immediate Office of the Cable Secretary, it is proposed that the top three (3) positions be reallocated as follows: Cable Secretary from GS-14 to GS-15, Deputy Cable Secretary from GS-13 to GS-14, and Cable Secretary-Executive from GS-12 to GS-13.

### Cable Secretary

a. Basis for requesting reallocation of Cable Secretary position from GS-14 to GS-15 is:

(1) At time of establishment of the Cable Secretariat T/O in October 1952, the full mission of the Cable Secretariat and the responsibilities of the Cable Secretary could not be fully envisioned. In addition, a military officer had always been assigned as Chief of the Cable Secretariat, hence the grade level for this position did not present any immediate problem. Now that the Cable Secretariat has been in operation for a period of over one year, the scope of the program and the responsibilities vested in the Cable Secretary are well established and warrant revaluation.

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b. Duties and responsibilities of Cable Secretary are as follows:

(1) Acts as principal staff assistant to DCI, insuring that all Agency cables, incoming and outgoing, adhere to the policies set forth by the DCI.

(2) Insures that all outgoing cables involving questions of national policy have been personally approved by the Director.

(3) Responsible for keeping the Director constantly informed, through selection and briefing of cable subjects dealing with Agency activities as to which cables are of sufficient importance to warrant his immediate attention.

(4) Conducting continuing liaison with the various major components of the Agency in establishing policy regarding cable distribution.

c. Functional responsibility which has developed since position was originally established:

(1) Responsibility for selecting and furnishing to the DD/I all intelligence items contained in cables.

d. In analyzing the above functional responsibility and duties assigned to the position, there appear to be no positions in the Agency which can be cited as direct comparison, inasmuch as this position is the only one of its type. However, the position could be considered as somewhat related to the Executive Secretariat positions in the various DD/P Geographic Divisions allocated at the GS-14 level, compared to which it is considered to possess a much broader responsibility, which extends across the entire Agency in determining cable distribution requirements beyond the action component, as well as advising all Agency components on cable policies and procedures. Therefore, the foregoing facts and comparisons appear to warrant a GS-15 allocation for this position.

#### Deputy Cable Secretary

Inasmuch as this position operates as full assistant to the Cable Secretary and considering the justification set forth for that position in the foregoing paragraphs, the Deputy Cable Secretary position appears to warrant allocation at the GS-14 level.

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### Cable Secretary-Executive

The justification for reallocation of the Cable Secretary-Executive from GS-12 to GS-13 is presented on the basis that this position is responsible for the day-to-day operation of the Cable Secretariat (third man). This organizational concept is required due to the fact that the Cable Secretary and his Deputy are frequently away from the Office conducting liaison with various officials in the operating components with respect to Agency cable policies and distribution requirements. The Cable Secretariat operates on a 24-hour, 7-day-week basis, and there is imposed upon this position the responsibility for the technical and administrative operations which must be coordinated among shifts to insure maximum continuity for this "round the clock" operation, anticipating problems and/or solving existing problems in the actual "running" of the Message Center. As the technical representative of the Cable Secretariat, the Executive participates with the Cable Secretary and his Deputy in coordinating and discussing questionable cable requirements presented by customer components in the Agency to insure that they fall within the realm of existing policies and can be accomplished effectively by the Message Center. The position also includes responsibility for the writing and approval of internal procedures governing Agency-wide distribution requirements and the processing of cables, insuring that such procedures adhere to the policies set forth by the DCI, and where appropriate, the respective operating officials.

Based on the third man-in-line concept which includes direct supervision over the Watch Officer functions, graded GS-12, and comparison with patterns elsewhere in the Agency, which accord the third man-in-line a classification of one grade less than the Deputy positions, allocation to GS-13 is recommended.

### Message Center

#### Watch Officer Staff

Requests the establishment of a specific organizational subdivision to identify Watch Officer functions, with no change in number of positions or grade levels. (Total of 4 positions).

#### Reviewing Officer Group

Requests the establishment of a specific organizational subdivision to identify Reviewing Officer functions, with no change in number of positions or grade levels. (Total of 6 positions).

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### Distribution, Typing and Proofing Section

Requests the establishment of a specific organizational subdivision to identify distribution, typing and proofing functions. No changes in grade levels are requested. The number of positions formerly assigned to this organizational segment is being reduced from a total of 18 to 16 positions. The 2 positions deleted are being transferred to Top Secret Section.

### Typing and Proofing Unit

Requests the establishment of a specific organizational subdivision to identify typing and proofing functions under the above cited section. An increase of one position, Clerk (Typing), GS-4, is requested, which position is to perform duties identical to existing GS-4 positions in this organizational segment. The transfer and reallocation of a GS-3 Mail and File Clerk position in the Reproduction, Mail and File Section to this Unit is requested to establish this additional position. (Current T/O [REDACTED])

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### Top Secret Section

Requests the establishment of a specific organizational subdivision to identify the top secret cable processing and distribution functions. An increase of 2 positions, namely, two Information Control Officers (TS), GS-7 level, is requested, which positions are to perform duties identical to existing GS-7 positions in this organizational segment. This increase is provided for by the transfer of 2 Information Control Clerk positions, GS-5, from the Distribution, Typing and Proofing Section and reallocation to the GS-7 level. (Current T/O [REDACTED])

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### Reproduction, Mail and File Section

Requests the establishment of a specific organizational subdivision to identify the reproduction, mail and file functions. The reallocation of one Mail and File Clerk from GS-3 to GS-4 is requested, which position will perform duties identical to existing GS-4 positions. As previously outlined under the Typing and Proofing Unit, one Mail and File Clerk, GS-3, is being transferred to that Unit. Two GS-3 Mail and File Clerk positions are being deleted from this Unit, which accounts for the overall net reduction in the Cable Secretariat T/O from 67 to 65 positions. The deletion of these two positions results in no GS-3 level positions on the Cable Secretariat T/O, but the justification presented for this was that with current budget and T/O ceiling restrictions, coupled with the 24-hour 7-day-week operation, in which employees rotate from shift to shift to accomplish the clerical support operations, the clerical positions in this section are required to perform the complete variety of duties in order to obtain maximum utilization of the clerical staff. (Current [REDACTED] - Proposed T/O [REDACTED])

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Courier Unit

Requests the establishment of a specific organizational subdivision to identify the Courier function, with no change in number of positions or grade levels.

3. Based on the above statements outlining the organizational changes and the facts presented justifying the proposed grade structure, coupled with the comparisons drawn by this office with similar positions in the Agency, it is recommended that the proposed grade changes be approved.

4. The approval of this proposal establishes a T/O and ceiling of 65 positions for the Cable Secretariat. It is not believed that the changes involved require submission to the DD/A. Concurrence for this T/O proposal from the Acting Comptroller and the Management Officer are attached.

  
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